



# Getting Started with Imagine Edgenuity Checklist



**Welcome, Educators!** This checklist will guide you through essential set up tasks to ensure you and your students are ready to use Imagine Edgenuity this school year and beyond.

- ☐ First, log into Imagine Edgenuity using your educator credentials to make sure your login credentials work and you can access the Imagine Edgenuity platform. *\*Contact your administrator if you need assistance.*

## SET UP TASKS

### Student Management

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- ☐ Ensure students have Edgenuity accounts.
  - If your district / school is responsible for adding students, search for accounts from **Manage Students** page.
  - If you are responsible for adding student accounts individually, you can use the **Add Student** feature on Manage Students page to create accounts.
- ☐ Manage students to update existing student accounts and/or update student options as needed.
- ☐ Create a class(es) and add students to the class(es). *Note: User Groups are an alternative.*  
*TIP: Classes make enrolling students in courses quick and easy, and progress monitoring and reporting is more focused.*



Need Help Center? Check out [Student Accounts](#)

### Course Management

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- ☐ Locate courses available for your school from **Manage Courses** page.
- ☐ Select course(s) you will facilitate and choose **View Course Structure** to explore content.
  - Access Course Documents
  - Preview course activities
  - View Guided Notes, if available *TIP: Download student and teacher versions of Guided Notes as needed.*
- ☐ Manage course content and/or course options as needed. *Note: Customizing content and editing course options are permission-based. Important: Course-level changes impact any student enrollments in the course.*



Need Help Center? Check out [Managing Courses](#)

### Enroll Students in Courses

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- ☐ Ensure students are enrolled in course(s).
  - If you are responsible for enrolling students in courses yourself, use Enroll in Courses feature on **Manage Students** page.
  - If your district / school is creating course enrollments, use **Manage Enrollments** page to search for your students and check enrollments. *TIP: Apply your class filter to Manage Enrollments to narrow data view.*
- ☐ Manage individual course enrollments to meet specific student needs and accommodations.



Need Help Center? Check out [Enrolling Students in Courses & Managing Enrollments](#)



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## PROGRESS MONITORING & DATA

Establish a basic beginning reporting routine and determine how often you will perform progress and mastery checks and which pages and/or group-based and individual reports to use.

### Dashboard

- ☐ View **Dashboard** daily and throughout the day to identify students who need attention right away to continue working in their course(s).
  - Remember to take action immediately on orange (unlock assessment) and red (add retake) alerts since they block students from progressing in the course.
  - From yellow alert, grade student work on, at least a weekly basis, if applicable.

### Data & Reports

Group-based reports help educators monitor and manage multiple students at one time and provide data to identify individual students for further analysis.

- ☐ Generate **Manage Enrollments** report at least weekly to analyze data for a class, course, and/or student(s).  
*TIP: Manage Enrollments can also be used to update start and target dates and disable/complete enrollments.*
- ☐ View **Attendance Log** at least weekly to review student login information.
- ☐ Utilize individual student reports to closely monitor engagement, progress, and achievement and inform instructional decisions.
  - Access **Student Session Log** daily or weekly to monitor time on task
  - View **Student Progress Report** at least weekly to review course grades and progress
  - Generate **Student Course Report** (from Student Gradebook) to view and analyze detailed course data

*TIP: Individual student reports are accessible by the student and can be used to self-monitor.*



Need Help Center? Check out [Reports](#)

## BEST PRACTICES

- ☐ Establish implementation model, usage goals, and classroom routines.
- ☐ Set and communicate weekly expectations.
- ☐ Consider implementing student goal-setting and self-monitoring protocols. If desired, use Imagine Edgenuity's [Student Goal Sheet](#) to help students take ownership of learning.
- ☐ Conference with students and develop action plans for assisting those struggling and [strategies for success](#):
  - What type of conferencing schedule will you put in place?
  - How will you provide support for students inside and outside of the classroom?
  - Will you require guided notes, eNotes, or other support resources?
- ☐ Celebrate student success! Consider using Imagine Edgenuity's [student achievement certificates](#) to recognize students.

Visit the [Imagine Edgenuity Help Center](#) for more information, guidance, and resources.